

INFORMATION AND COMMUNICATION SERVICES NIH - TASK ORDER

RFTOP# 147 TITLE: Traveling Exhibits – National Eye Institute

PART I - REQUEST FOR TASK ORDER PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

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Proposal Address:

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Rockville, MD 20892-7663

Billing Address:

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Bldg 31, Room B1B39

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: One year (1) from award with possible non-competitive extension at the option of the NIH.

C. PRICING METHOD: Time and Material. Firms shall provide fixed, fully loaded hourly prices for likely labor categories and a percentage handling charge for non-labor costs. Price will be a factor in the determination of the firm that is selected for award. Firms shall provide a ballpark, best estimate of the annual amount of likely expenditures but it is emphasized that hourly rates and handling charges will receive the most attention and weight in evaluation.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted by e-mail to the above POC. Proposals should not exceed 20 pages. Please enter in the subject line the following text, "RFTOP #148– Proposal submitted by _____." A signed task order form (last page of the RFTOP) should be submitted electronically or will be secured later.

E. RESPONSE DUE DATE: August 29, 2003 at 12:00 p.m. (noon).

F. TASK DESCRIPTION:

The purpose of this task is to provide technical and logistical support to NEI for its traveling exhibits activities. This includes planning, organizing, and the management of all logistical aspects for the NEI's traveling exhibits: VISION A Traveling Exhibit <http://www.nei.nih.gov/education/visionexhibit/index.htm> and the two identical exhibits -- THE EYE SITE: A Traveling Exhibit on Low Vision for Shopping Centers <http://www.nei.nih.gov/nehep/eyesite/index.htm> .

Tasks may include the following:

- Supervise and manage exhibits tour schedules.
- Manage all logistical arrangements for the booking, shipping, storage, installation, and dismantling of the exhibits.

- Supervise all repairs, maintenance and storage of exhibits
- Pay all travel costs and secure property and personal liability insurance for the exhibit.
- Supervise all subcontractors for the exhibits and exhibit tours.
- Serve as liaison to local Host Committees
- Provide data and information that will enable NEI to evaluate the effectiveness of the exhibit.
- Assist in promoting the exhibits.
- Design and produce educational and promotional materials.

Specific tasks for the NEI exhibits programs.

VISION A Traveling Exhibit

1. Logistical Arrangements
 - Book and arrange shipping, storage, installation, and dismantling of the exhibit.
 - Prepare and issue loan agreements and amendments to the institution that will house the exhibit on semi-permanent or permanent basis.
 - Perform other tasks related to the management of this exhibit.
2. Host Institutions
 - Assist NEI in communications with host institutions.
 - Prepare and distribute materials.
3. Travel Cost and Insurance
 - Pay travel costs for personnel to install and dismantle exhibit.
 - Pay shipping costs as directed by NEI.
 - Maintain personal and property liability insurance for exhibit.
4. Exhibit Repair
 - Review and monitor the exhibit condition and make necessary repairs.
5. Permanent or Semi-Permanent Home
 - Assist NEI with negotiations and arrangements for a permanent or semi-permanent home for the exhibit.

THE EYE SITE: A Traveling Exhibit on Low Vision for Shopping Centers

1. Supervision and Management of Tour Schedule
 - Supervise and manage the shipping, installation, and dismantling of the exhibits to a total of 16 malls per year.
 - Secure property and person liability insurance for the exhibits
 - Pay travel costs for installation and dismantling of the exhibits
 - Monitor subcontractor performance and subcontract expenditures.

- Assist with scheduling and booking the exhibit with outside groups and organizations.
 - Serve as liaison between NEI and host committees.
2. Host Committee Liaison
- Schedule monthly conference calls with host committees – estimate two host committees per year with a total of 20 outside groups and organizations.
 - Attend host committee meetings as necessary.
 - Prepare and distribute agenda for and minutes of all conference calls and meetings.
 - Provide logistical and management support for host committee activities as required.
 - Assist host committees with evaluation activities.
3. Exhibit Repair, Maintenance, and Storage
- Review and monitor the exhibit condition report.
 - Supervise repair, refurbishment, or modification of each exhibit as necessary.
 - Supervise updates/modifications to interactive touchscreen program.
 - Arrange for exhibit storage as necessary.
4. Evaluation
- Create, update, and produce host committee evaluation materials.
 - Collect, evaluate and help analyze data collected.
5. Exhibit Promotion
- Work with host committees to develop promotion plans for each exhibit tour.
 - Implement exhibit promotions as required
 - Update all promotional materials and website as required.

G. EVALUATION FACTORS

Technical Approach (40%) Contractors must demonstrate a thorough understanding of the task order requirements and experience with program development and management. This includes creative and innovative approaches, and the assignment of tasks to experienced personnel. The proposal will be evaluated according to the soundness, practicality, and feasibility of the written description.

Staffing and Management (30%) Contractors must demonstrate experience of key personnel in supporting the planning and implementation of activities described in the task order. Contractors must provide a staffing plan, including proposed labor hours, and a management plan that describes the contractor's approach to managing work and subcontract management, if applicable. As part of the staffing and management plans, the contractor shall summarize the relevant program development experience and skills of each of the individuals proposed for the task order

Management Experience (20%) Contractor must demonstrate experience related to the work outlined in this task order. No more than five relevant projects demonstrating the contractors experience should be provided.

Cost (10%) While price is not the most important evaluation factor, costs will be considered in determining the firm that represents the best value to the government.

TO # NICS-148 **TITLE: NEI's Traveling Exhibits**

PART II - CONTRACTOR'S REPLY: **CONTRACT #263-01-D-0**_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED: _____

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL
OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: _____

FAX 301-435-6101

Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator

Date